

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 17, 2015

SUBJECT: Proposed three lot minor partition of 1288 11th Street.

FILE: PA-15-34

ATTENDEES: Applicants: Richard Hunt
Staff: Darren Wyss (Planning), Khoi Le (Engineering)

*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. **These comments are PRELIMINARY in nature.** Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

Site Information

Site Address: 1288 11th Street
Lot Area: 40,338 square feet
Neighborhood: Willamette NA
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 sq. ft. minimum lot size)
Applicable code: CDC Chapter 11: R-10
CDC Chapter 48: Access, Egress & Circulation
CDC Chapter 55: Design Review (Significant Trees & Tree Clusters)
CDC Chapter 85: Land Division

Project Details: The applicant proposes a three lot minor partition. The existing house at the northeast portion of the property will be retained within lot one. The second lot will have frontage on 11th Street while the third lot will be a flag lot at the rear.

Site Analysis: The property slopes downhill at 19 percent on a north to south axis. There is a collection of trees around the house and a cluster of trees at the southwest corner of the property. The applicant must inventory and map all trees on the property by location, type, size and tag them in the field. Mike Perkins, the City Arborist, will then make a determination of significance for these trees (mperkins@westlinnoregon.gov). The ROW abutting this site is 40 feet wide. There are no sidewalks on the site frontage; however there are curb flush sidewalks on the adjacent property to the south. Further south, there are sidewalks on both sides of the street contained within a 40 foot ROW with a paved street width of 25 feet.

Water, Sewer, and stormwater infrastructure all exist adjacent to the site. Half-street improvements, including curb, gutter, and sidewalk (preferably with a planter strip) are required to be constructed or fee-in-lieu payment made.

Engineering Division Comments

Contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements. Contact PGE about advice in placing utilities underground.

Process

For the minor partition, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 85. There is a deposit fee of \$2,800 plus a final plat fee of \$1,500 and a final inspection fee of \$500. The CDC is online at <http://westlinnoregon.gov/cdc>.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a decision date by the Planning Manager. There is no public hearing required. Appeals of the Planning Manager's decision are heard by City Council.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**